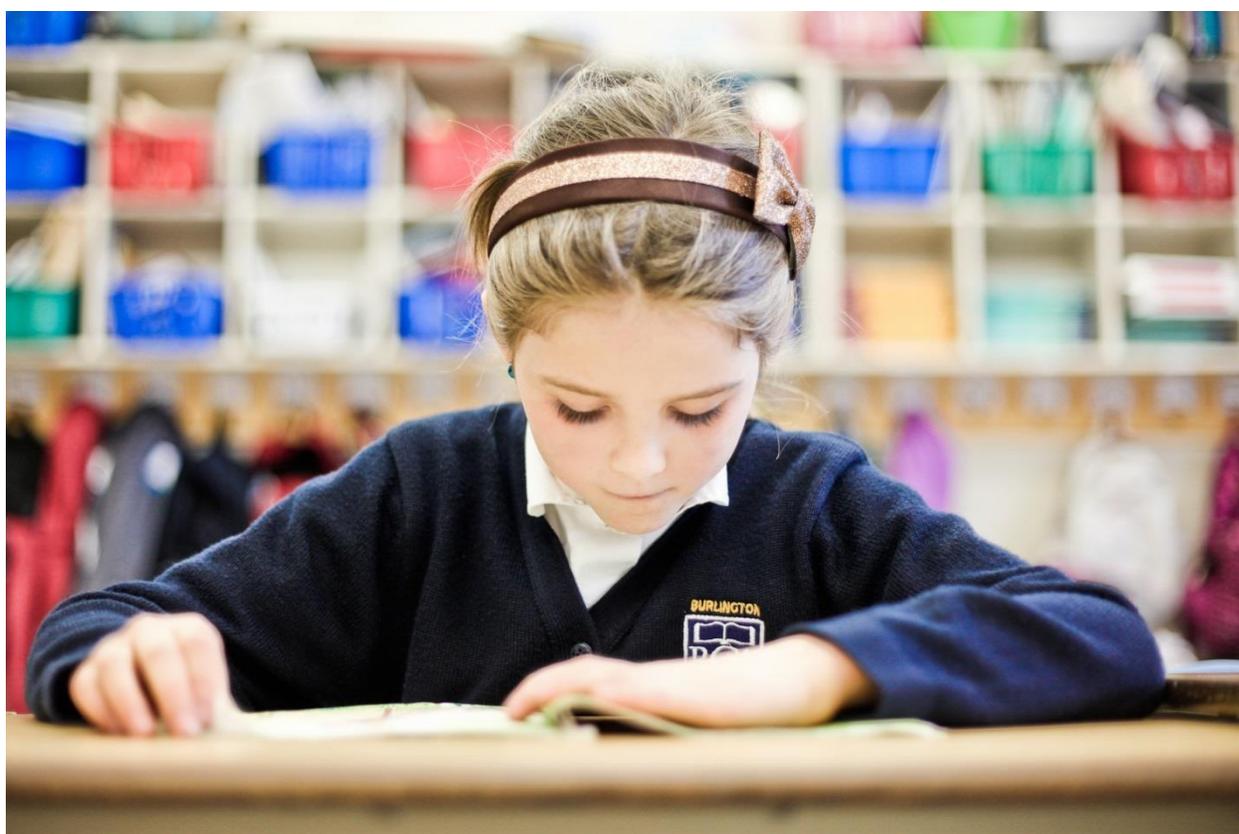




BCA PARENT HANDBOOK



Burlington Christian Academy

521 North Service Road Burlington,
ON L7P 5C3
(905) 639-7364

www.onlyatbca.com office@bcaschool.ca



MISSION STATEMENT

That all BCA students may know Christ and share their faith, living it out daily as they become successful learners.

STATEMENT OF COMMITMENTS

To promote its mission, Burlington Christian Academy pledges the following:

1. To employ qualified dedicated staff who have a genuine commitment to Jesus Christ and who model a Christ-like behaviour.
2. To enable students to internalize a Biblical worldview and to create opportunities for them to serve and act upon their faith in the local and global community.
3. To encourage parents, in partnership with the school, to be involved in, and responsible for, their child's education.
4. To utilize and refine teaching and learning strategies that challenge all students to achieve their individual potential.
5. To utilize excellent educational curricula, technology, and materials to maximize student learning.
6. To promote high levels of achievement in literacy and numeracy.
7. To demonstrate respect for the dignity and rights of each individual where acceptance and caring are actively fostered.
8. To ensure a safe, clean, and orderly school environment.
9. To provide opportunities beyond the classroom for students to participate and excel in the arts, athletics, and other areas of interest.
10. To encourage and support the education and professional growth of faculty.

SCHOOL HISTORY

The school began in 1975 with three teachers and 12 students at Park Avenue Church in the Aldershot community of Burlington. Founder Mary Sift, wife of Pastor Sift of Park Avenue Church, envisioned a school rooted in biblical thought, and since then school policies, classroom instruction, the education of thousands of students have been guided by this Statement of Faith.

STATEMENT OF FAITH

- We believe the Bible to be the inspired, only infallible, authoritative, inerrant Word of God (*II Timothy 3:15, II Peter 1:21*).



- We believe that there is one God, eternally existent in three persons – the Father, Son, and Holy Spirit (*Genesis 1:1, Matthew 28:19, John 10:30*).
- We believe in: the deity of Christ (*John 10:33*); His virgin birth (*Matthew 1:23, Luke 1:35*); His sinless life (*Hebrews 4:15, 7:26*); His miracles (*John 2:11*); His vicarious and atoning death (*Corinthians 15:3, Ephesians 1:7, Hebrews 2:9*); His resurrection (*John 11:25, I Corinthians 15:4*); His ascension to the right hand of the Father (*Mark 16:19*); and His personal return in power and glory (*Acts 1:11, Revelation 19:11*).
- We believe in the necessity of regeneration by the Holy Spirit for salvation because of the sinfulness of human nature, and that persons are justified by grace through faith alone in the atoning blood of Christ (*John 3:16-21, John 5:24, Romans 3:23, 5:8-9, Ephesians 2:8-10, Titus 3:5*).
- We believe in the resurrection of the saved unto eternal life, and of the lost unto judgment (*John 5:28-29*).
- We believe in the spiritual unity of believers in our Lord Jesus Christ (*Romans 8:9; I Corinthians 12:12-13, Galatians 3:26-28*).
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (*Romans 8:13-14, I Corinthians 3:16, 6:19-20, Ephesians 4:30, 5:18*).



School Procedures

Daily Schedule

7:30	Extended Care Program begins
8:45	Entry for all students
8:50	Instruction time begins for all students
10:20	First recess – All students
10:35	Instruction commences
12:00	Lunch break
12:15	Outdoor recess begins
12:50	Instruction begins
2:00	Last recess – JK-Grade 5
2:15	Instruction begins – JK-Grade 5
3:30	Dismissal
3:45	Extended Care Program begins
6:00	Extended Care Program ends

Attendance, Absences, and Lates

Regular school attendance and punctuality are important and education law in Ontario sets out expectations for school attendance. We consider timeliness to school for students to be as important as timeliness to work for the parents. Life and work patterns are being established by and in our students.

Communication between home and school is important when absences occur. Please use Edsby to report a planned absence for your student or send an email via Edsby to the office. A voicemail can be left 24 hours a day.

Late students must report to the office before going to class to have their attendance recorded. All lateness will be recorded on your child's attendance record.

Transportation: Safety on Arrival and Departure from School

The drop off and pick up zone is the area of the parking lot marked with large pylons. Please use this zone for dropping off and pick up only (drive through). Should you need to come in the school or have items other than backpacks to put in your vehicle, please park your vehicle. The pylons mark the playground area in use for students and vehicles are not to park in this area.



Please exit your vehicle to pick up your child if not using the pick-up lane. This is a safety precaution to prevent students running across the parking lot when there may be moving vehicles.

Leaving Early

Parents must report to the office when picking students up early from school. Office staff will contact the teacher and have the student sent down to the office. Parents are asked to wait at the office so as not to interrupt the class.

Field Trips and Excursions

Field trips are arranged to enhance the curriculum and are part of the school program. Advanced notice of a trip will be sent home prior to the excursion date. Students are expected to follow the same code of conduct on trips as they do at school. There is an activity fee for students in JK-Grade 5 to cover the annual cost of field trips and related activities. See the registration package for more information.

Extended Care Program

We are pleased to offer families an extended care program where your children can be safely looked after beginning at 7:30 a.m. each morning for our before care program and until 6:00 p.m. for our after-school program. There is a nominal fee for this service. Extended care fees are charged when children are dropped off before 8:30 a.m. and after school fees are charged starting at 3:45 p.m. Families who use the extended care program purchase vouchers in advance at the front office.

Safe Departure

Please send authorization in writing if anyone other than the legal guardian is going to pick your child up from school.

Communication and Involvement

Communication with Families

Teachers use Edsby as a platform to provide parents and students with up-to-date information about the classroom, including assignment requirements and deadlines, classroom news, and upcoming events. It can also be utilized as a communication tool for students and teachers to connect regarding curriculum content or project guidelines as well as a vehicle for students to submit assignments electronically. Report cards will be sent out via Edsby.

Families receive a monthly newsletter via Edsby called *Principal's Newsletter* where they can read about what's going on at the school, as well as be notified of upcoming events.



School Website and Social Media

You are a Difference Maker! Our social media presence reinforces the community presence that makes our school special by allowing our families to actively engage with each other at home, while simultaneously spreading the word about BCA to the local community. Together we are a bright light to others as they learn about the work God is doing both in and through our school.

There are many ways that your involvement helps our content to circulate. You can like or comment on a post, tag us in your own pictures, use the hash tags, share a post that we have created on your own accounts, and contribute to our page by submitting your own posts or writing a review. Your support is valued.

But it is not just about telling others about how wonderful our school is - we also use the accounts to communicate with our school community about upcoming events, news, classroom announcements, and school closures. Most importantly, these accounts are also used to showcase pictures of your children hard at work throughout the day.

BCA Social Media Accounts

Our social media platforms and hash tags are:

Facebook: www.facebook.com/burlingtonchristianacademy
Instagram: www.instagram.com/burlingtonchristianacademy
Twitter: www.twitter.com/bca1975
Hashtag: #onlyatbca, #bca, and #burlingtonchristianacademy BCA

PTA accounts:

Facebook: <https://www.facebook.com/groups/1392078247556680/>
Instagram: https://www.instagram.com/bca_announcements/

If you happen to take any pictures of school events throughout the year, please share them on one of our social media accounts or by emailing them to pictures@bcaschool.ca

Volunteering

Parents and family members are encouraged to help in the classrooms, participate on committees, as well as assist with extracurricular activities. You may also be asked to assist with driving on class trips. The volunteer's role at BCA is to partner with the staff of BCA.

Volunteers will follow the conditions and terms that relate to security and confidentiality of personal information according to the *Freedom in Information and Protection of Privacy Act*. Information gained regarding children in the school is to remain confidential. It is understood that the volunteer will work under the direction of a staff member. ***It is mandatory that those wishing to volunteer provide a criminal background check, including vulnerable sector screening.***



GIFTS (Get Involved for the Students) Program

BCA's GIFTS Program was implemented to encourage parents to give volunteer time to BCA that will help raise funds or reduce school costs – benefitting the school and building a strong community of families overall. More information about the GIFTS program will be available shortly.

Academics and Special Programming

The following Ministry guidelines are in use at BCA. When planning student expectations, assessing and evaluating students, teachers will use these documents:

- Growing Success
- The Ontario Curriculum
- Language
- French
- Mathematics
- Science and Technology
- The Arts
- Social Studies Grades 1-6/History, Geography 7-8
- Health and Physical Education

The expectations identified for each grade describe the knowledge and skills that students are expected to develop and demonstrate in their class work, tests and other activities for which their achievement is assessed. Teachers use their professional judgement to decide which instructional practice will foster the expected learning. The complete curriculum is available for review at the Ministry of Education and Training's website at www.edu.gov.on.ca

Junior Signature Programming

For students in Grades 3-5, signature programming is incorporated into our curriculum. Doing so advances the connections your child makes to the curriculum standards through a threepronged approach of advanced instruction in the areas of active living, expression through the arts, and experiential education. The Ontario ministry requirements are used as a launching pad to deliver these exceptional programs.

This innovative program will occur in 12-week cycles for two periods each week and will be comprised of mixed grade groups. Throughout the year, students will have the opportunity to learn from passionate instructors in their field of expertise as it relates to the following curriculum subjects: physical education and healthy living, the arts, and social studies, science,



language arts, and mathematics. Please note that the cost of this program is already included in your annual tuition fee and that registration to a specific program is not required as the rotations will allow students in Grades 3-5 to experience all three components each year.

Below is a more detailed overview of each subject area incorporated into our Junior Signature Program model.

Physical Education and Healthy Living

In Athletics and Healthy Living, students will develop the strategies and techniques needed to live a balanced, healthy lifestyle. Students will learn about muscle groups, how they act and react, and how to train them properly within the context of sport. They will also experience the nutritional and educational benefits to exercise and energy recovery which will lead to boosted mental capacity throughout the rest of their school day. The latest research shows that for brains to function at their peak, bodies need to move.

Dramatic Arts

Drama is integral to child development. It builds confidence, develops concentration ability, improves language and communication skills, encourages children to co-operate, increases emotional intelligence, assists physical development, fosters creative problem solving, and nurtures friendships. This program will not only ensure your child is receiving a high-quality education in the Arts, but it will also help them to make more meaningful connections to the world around them. Drama education expands upon BCA's philosophy of holistic development and education for child.

Curriculum Enhancement Through Experiential Learning

Our goal is to transform wonder into knowledge through a collaborative approach to curriculum-based projects. This program will incorporate the following subjects: science and technology, social studies, math, language arts and media literacy. We seek to foster a love of learning by bringing it to life through experimentation and challenging students to think outside the box.

Senior Signature Programming

Since 2008, BCA has been pleased to offer our renowned Signature Programs to our Grade 6-8 students. The difference these programs have made to enrich a student's learning experience has led us to develop more specialized programs.

The Ontario ministry requirements are used as a launching pad to deliver these exceptional programs. Through these programs we firmly believe that students will gain self-awareness of their giftedness from God in a meaningful and relevant way and begin to think critically of the world around them in a manner that will enrich all levels and types of learning. In all the programs, our desire is to honour God through our talents.



Please refer to the Senior Program Catalogue for specific courses offered in the 2020-2021 school year which will be made available to families June 2020. Students choose from the following streams:

Experiential Learning

A program through which students develop knowledge, skills, and values from direct experiences outside a traditional classroom. This stream encompasses a variety of project-based activities in the areas of science and technology, social studies, math, language arts and media literacy as well as incorporating service learning and leadership opportunities.

Music and Theatre Arts

A musical theatre program that teaches valuable acting skills and techniques while increasing comfort performing in front of others. This program provides a unique opportunity for students to grow not only as actors/singers, but as individuals. Students in this stream also work on increasing vocal ability, refining body language, boosting confidence, understanding how to relate to and work collaboratively with others, nurturing presentation and interview skills, and developing artistic, practical, and critical thinking skills.

Sports Program

A stream geared for students who love sports and possess a strong commitment and desire to play. Students receive advanced level training, coaching, and mentoring. The program focuses on sport specific training, athleticism, healthy living, and fitness. Options may include ice hockey, golf, basketball, volleyball, soccer, swimming, and more.

School of The Arts (SOTA)

Welcome to the world of music lessons at Burlington Christian Academy! SOTA at Burlington Christian Academy provides a limited number of private half hour music lessons, all of which take place during the school day. Our SOTA Director works with your child's classroom teacher to determine the best time for their lesson, based on academic needs and student/family wishes.

There is a variety of instrument lessons available, including vocal, piano, violin, drums, electric guitar, bass guitar, flute, saxophone, clarinet and theory. Lesson teachers are enthusiastic, experienced professionals who are dedicated to encouraging the musical God-given gifts in your child. Students can play in chapels, for class presentations, and participate in Royal Conservatory exams if desired. All students participate in our grand recital at the end of the year. Our students have successfully auditioned for community bands such as the Hamilton Rising Stars Jazz Band and Burlington Teen Tour Band.

Special Education

BCA seeks to provide all students with opportunities to achieve success in their educational programs. Whenever possible, students with Individual Education Plans (IEPs) will be accommodated in the regular classroom. Students who need alternate programming or educational settings will receive instruction through the Special Education Department. A team approach is used in program planning and modification for a student's IEP. This plan contains specific objectives and an outline of educational services that meet the needs of the exceptional student. If staff identify that a student has exceptional needs, their family will be encouraged to have a psycho-educational assessment completed. This will allow the Special Education team to create the IEP and ensure that the student receives appropriate accommodations and services.

Educational Therapy

Additional cost supplement to base tuition cost.

This individualized program allows each student to learn at his/her own pace yet be challenged to develop core academic skills and higher order thinking skills. The therapy sessions are full of activities that stimulate and activate the executive functions of the brain. National Institute for Learning Development (NILD) Educational Therapy® treats the underlying causes of learning difficulties rather than simply treating the symptoms. The goal of NILD Educational Therapy® is to help students develop the tools of independent learning in the classroom which then transcends into all areas of their lives.

Students are taught by an Educational Therapist, who is trained specifically in NILD methodology. Additional benefits to having educational therapy at BCA include having it as part of the school day and a cooperative relationship between classroom teacher and therapist.

Search & Teach

Additional cost supplement to base tuition cost.

Search & Teach is an enrichment program for children from kindergarten through grade two. This program is two-fold: it helps identify potential learning difficulties and then sets up an intervention program to address those issues. Through Search and Teach, children gain confidence and experience learning success, opening the door to a bright future!

- **SEARCH** is a test which helps identify possible learning difficulties and weaknesses in neuropsychological skills basic to reading and language arts programs.
- **TEACH** is a program based on the results of the Search test. It uses instructional methods, including fifty-five task cards, to help a child to develop academic skills and experience success in reading and language arts programs. The tasks are grouped in five clusters which



include: visual, visual-motor, auditory, body-image, and intermodal skills. This intervention can include groups of children or individual sessions meeting three to four times a week.

Policies

Internet Use Policy

It is the goal of Burlington Christian Academy to provide a world-class education to all students. The Internet is a powerful tool to support superb learning. Our technical team has made every reasonable effort to ensure the Internet is used responsibly. BCA reserves the right to monitor network use, monitor files and file space. Students and parents should not expect their use of the Internet to remain private.

We expect all students to use the Internet in an appropriate and responsible manner for educational purposes only. Access to the Internet is a privilege. We thank our parents for encouraging their children to be respectful of themselves and others whenever they use this tool to advance their learning.

Electronics Policy

Cell phones, other electronic communication devices and personal audio devices are not to be used during school time and must be turned off. Cell phones must remain out of sight during school hours, unless permission has been given by a teacher. If confiscated by the teacher/supervisor, they may be recovered by the student at the end of the day from the teacher. At a second removal, the parent/guardian of the student must pick up the phone at the end of the school day. Students may use their cell phone after school to call if permission is given by a teacher.

Uniform Policy

The following items can be purchased from our uniform provider, DGN Kilters (<https://dgn-kilters.com/school/burlington-christian-academy/>).

Tops JK-8

- **All** tops worn must be crested
- Short sleeve golf shirt
- Performance hoody
- Performance track jacket
- Soft shell jacket (outdoor)

Girls JK-8

- Navy skort (if non DGN, must be dark navy, not faded blue)



- Navy walking shorts (if non DGN must be dark navy, not faded blue)
- Girls tights – navy or black
- Navy pants (if non DGN must be dark navy, not faded blue)

Note: Leggings are not considered pants by BCA and should not be worn as uniform pants.

JK-3 Girls

- Navy crested tunic

Boys JK-8

- Navy pants (if non DGN, must be dark navy, not faded blue)
- Navy walking shorts (if non DGN, must be dark navy, not faded blue)

Gym Uniform (Grades 3-8)

- Crested grey performance t-shirt
- Navy fight shorts or ATC profit shorts

Footwear and Socks

Socks/Leotards

- Navy, white or black single colour socks when wearing running shoes
- Navy or black socks or leotards (single colour) can be worn with skorts or tunics
- Girls may wear footed navy or black tights with a skort or tunic. If the tights are not footed then they must wear matching socks to cover the bottom of the tights, to look like footed tights.

Footwear

- Shoes should be solid black, navy or dark coloured, with no colourful symbols/stripes or other markings. No boots or high-top shoes should be worn indoors.
- Shoelaces should be dark coloured as well
- For gym classes, any proper non-marking soled running shoe can be worn, in any colour. It is important that students have proper running shoes that can be tied (laced/velcroed) securely to avoid injury. ***Casual Day Dress***

Dress will:

- Honour and glorify the Lord
- Reflect modesty
- Not be a distraction to the learning environment
- Not advertise/promote alcohol, drugs, sex, or offensive material



- Tank top straps must be at least three fingers width (lasagna, not spaghetti width)

Health and Safety

Illness Guidelines

How do you decide whether to send your child to school or keep them home?

- School is important but sick children need to be at home
- Take your child's temperature; a temperature of 38°C or over is a sure sign to keep your child home.
- If your child has been vomiting or having diarrhea within the last 24 hours.
- A blistery rash, especially if accompanied by fever and a history of exposure, as it may be chicken pox.
- Keep your child home if he/she has heavy nasal drip and/or frequent cough. He/she probably feels miserable and will not learn much, as well as sharing his/her virus with others.
- If your child has any of the following, it is important to let the school know: H1N1, chicken pox*, enteric infections*, giardia*, head lice, Hep A*, Hep B*, impetigo, measles*, meningitis*, mumps*, whooping cough*, pink eye, pinworm, rubella*, scabies, scarlet fever. The school is required to report some infections and diseases (note *) to the Public Health Unit. We will be discrete in sharing this information, but there are other students who are especially vulnerable and whose parents will be notified to keep them home while certain diseases are in the air.
- If your child is diagnosed with a contagious disease, such as strep throat, he/she should be on prescribed antibiotics for 24 hours before returning to school

Common Communicable Diseases

Generally, children should be kept home while exhibiting symptoms (e.g. open sores, pink eyes, and swollen glands). With measles, the child must stay home for four days past the rash stage. With rubella (German measles), the home stay lengthens to seven days. Whooping cough, meningitis, and scarlet fever require antibiotics before the child returns. A student will be sent home if live head lice or nits are found on his/her head.

Pediculosis (Head Lice)

Anyone can get head lice and young children who play closely together are susceptible. It is recommended that parents check their children regularly for itching and the presence of small whitish nits (eggs) fastened tightly on the hair shaft near the scalp and report any occurrences to the Principal. Parents will be notified if anyone in their child's classroom has reported head lice. If you have any questions about head lice, contact the Healthy Kids Line 1-800-668-6868.



Medication

Please administer medication at home whenever possible. If a prescription medication is required to be dispensed at school, please contact our office for a Medication Form. When medication must be administered by school personnel, it will be kept at the office and given by the teacher or Principal. No over the counter medication will be dispensed to students (including acetaminophen). Permission for a student to self-administer any medication should be brought to the attention of the teacher.

First Aid

School staff trained in First Aid and will attend to most scrapes and cuts. More serious injuries will be reported to the parents and/or the child will be taken to the hospital.

Life Threatening Allergies

Burlington Christian Academy is a peanut/nut sensitive school. If touched or eaten, foods that contain even a small amount of nuts/flax seed may be life threatening to students with allergies. We ask that students not bring any food products that contain peanut, nut products or flax seed in their lunches.

If your child(ren) has/have an allergy and requires medication to be administered in case of an incident, please contact the office. A Medication Form needs to be completed and will be kept with the medication in a central location accessible to staff.

Medical Emergency

It is the responsibility of parents to:

- Provide up-to-date emergency contact information on the Student Information Form included in the registration package. If, during the year, you change your information (address, phone number, emergency contact, or place of employment), please ensure that this is updated at the school office
- Communicate with the school when the child will be absent or late for any reason
- Provide written permission for their child to leave the school during the day
- Inform the school when their child will be returning after an absence of more than one day

Immunization

The *Immunization of School Pupils Act* requires that all children be immunized against designated diseases or provide a valid exemption to attend school. If not, the student may be at risk of suspension from school. Halton Public Health works with BCA to offer the required immunization clinics. Information is posted to Edsby.



Fire Drills/Emergency Evacuation/Lockdown

Fire drills are conducted throughout the school year. Lockdown drills will be conducted twice a year. Detailed plans for fire drills, lockdowns, and emergency evacuations are shared with all staff. The fire plan is posted in every room and will be taught to students before the first fire drill and reinforced throughout the year. A lockdown plan is also shared with staff and students.

Adults in the School

It is the policy of Burlington Christian Academy that all visitors (persons neither staff nor students) check in with office before entering the school. They will be required to sign in at the office before entering any other part of the building.

School Closure Policy

Weather

If the school is closed for any reason, families will be contacted through Edsby and posted on our social media sites. The goals of this policy are to balance the risks associated with travel for each of the participants, to maximize the instructional time and to empower the decision makers

BCA will be closed when any one of the following three area Halton schools are closed: Glenview Public School or Aldershot Elementary School or Central Public School.

- If the above schools are not closed but the School Principal deems it prudent to close BCA, the School Principal may decide to close the school. It is understood that the decision to close was based on weather information that was predicted to result in seriously hazardous driving conditions for the BCA community.
- Even when the school is open and the weather may be in some question, it is always the responsibility of the parent to decide whether it is safe to take their child to school for that day. The discretion for safety associated with transportation for a child is the sole responsibility of the parent or guardian.

Other Reasons for School Closure

The ultimate decision to close the school because of a pandemic alert or if the school building becomes uninhabitable, is made by the Principal after consultation with the appropriate medical authorities such as Public Health. The Medical Officer of Health is the primary spokesperson to the media when a pandemic occurs—not the School Board or the Principal. All school system preparations and responses are coordinated through the Principal and may be subject to change at the Principal's discretion and in keeping with government directives and local developments. Continued learning for our students will be delivered by alternative methods by our teachers and special education department. If a family chooses to withdraw their student(s) during this time, the refund policy noted in this handbook will be in effect.



GENERAL INFORMATION

Lost and Found

Parents are advised to clearly label all clothing items, lunch containers and footwear so we can help locate their owner if lost. Parents should check the lost and found from time to time if items are missing. Small items (e.g. watches) will be kept at the office. Unclaimed contents will be donated to charity at Christmas, March Break, and the end of the school year.

Lunch Program

Monday to Thursday

BCA offers the convenience for parents to order a healthy, nut-free lunch meal made in a licensed kitchen for their child(ren) through Axxis Catering. If you are interested in ordering hot lunch for your child(ren), please follow these steps:

1. Visit <https://bca.hotlunches.net> in a browser.
2. Click **Click here to register**.
3. Use the Access Code BCHL to begin creating your account. Complete the registration form and click **Register Now**.
4. Under the Students menu:
 - a) Add your child's name and homeroom.
 - b) Order the specific meals for your choice of days.
5. Click **Save**.

Wednesdays and Fridays

Once a month on a Wednesday is Subway Day. Fridays are Pizza lunch day. Order forms are distributed in September. Proceeds go to assist in paying for Grade 8 graduation and other special school programs.

Snacks (Popcorn, Chips and Juice Boxes)

Available Monday to Friday, popcorn and juice boxes are sold during recess times, subject to availability, with proceeds going to above noted areas.

Financial Assistance



In an effort to make Christian education available to all those who seek it, BCA has a Bursary program designed to help those families who would benefit from receiving financial assistance. The school has adopted a confidential and fair approach to providing bursaries through the use of an independent, third-party online financial service, [FAST \(Financial Aid for School Tuition\)](#). FAST will gather information from you and provide a recommendation to BCA as to the level of assistance that is appropriate in your circumstances.

The recommendation from FAST is then reviewed by BCA's Board of Directors, which will decide on the amount of the bursary to be awarded based on available bursary funds.

Once you have submitted your completed registration package to the school, please click on the link below to begin your application process for financial assistance. There is a US\$41 fee associated with the application. The amount of your award will be sent to you within ten days of successful submission of all required documents. We trust you will experience the process to be confidential, thorough, fair and timely.

If you have any questions, please contact the school's Administrative Assistant, Mrs. Diana St. John at office@bcaschool.ca

Refund Policy

If a student(s) is withdrawn from the school, the withdrawal occurs once the office has received in writing the intent to withdraw a student(s). The refund policy for tuition is that a calculation will be made effective at the end of the month following the month of withdrawal. Then an additional 20% administration fee is charged. The refund policy for the GIFTS program is that if a family withdraws their student(s) before fulfilling their 35 volunteer hours, the completed hours will be prorated against the 35 hour requirement. Any fees outstanding for the GIFTS program will be due at the time of withdrawal.

Income Tax Reporting

Income tax receipts for tuition will be provided to families every March. A portion of tuition paid may qualify for a charitable donation and childcare expenses. The precise amounts will depend on the secular cost of education as determined by the province of Ontario. If you have any questions regarding your statement once you receive it, do not hesitate to contact Ms. Lyn MacLeod from our accounting office, accounting@bcaschool.ca



Parent Affirmations

Children thrive when school staff and parents work together based on similar values. In addition to being familiar with the policies and procedures outlined in this Parent Handbook, parents of children enrolled at our school are expected to share in the following supportive statements:

- It is my expectation and privilege that my child(ren) will participate in all class activities, excursions and events organized by school staff.
- I will speak well of all BCA students, parents and staff in my discussions and interactions with persons in the school community and beyond.
- Should I become dissatisfied with the school in any respect, I will seek to resolve the matter with the person or persons directly involved. If necessary, I will bring the matter to the attention of the school Principal.
- It is my goal to be actively interested in my child's schoolwork and be pleased to provide active support when requested.
- It is my goal that my child(ren) will be well groomed, appropriately attired and be sufficiently rested for each school day.
- It is my goal that my child(ren) attends school regularly and arrives on time for each school day. I will promptly report to the school my child's absence or late arrival.
- As requested, and if necessary, I will be supportive of school staff in dealing with disciplinary issues.
- I accept that the school has the authority to end my child's enrollment if the administration determines that continued schooling at BCA is not in the best interests of the school, the student or both.
- I will make restitution if my child(ren) were to cause willful damage to school property or that belongs to other students.
- I will fulfill all of my financial obligations to the school on or before the dates due.

Student Expectations

As followers of Jesus, we strive for student to be respectful in all circumstances. It our goal that every student, from little tykes to grade 8, feel safe and secure. We trust that this list of promises will provide physical safety, academic safety, psychological safety and spiritual safety for every student throughout the school day.

- I will be respectful, cooperative and polite to all my fellow students
- I will respect and obey all adults in a position of authority at BCA.
- I will respect school property and the property of others.



- I will comply with the school Uniform Policy
- I will come to school prepared, on time and ready to learn.
- I will refrain from bringing anything to school that may compromise the safety of others.
- I will follow the established rules and take responsibility for my own actions.
- I will remain on school property at all times, unless permitted by school staff.
- I will not bring to school any illegal substances, weapons, knives, drugs, alcohol, tobacco products, e-cigarettes, vaporizers, firecrackers, lighters, or matches.
- I will not lie, make obscene gestures, curse, use foul language, or use the name of God inappropriately.
- I will refrain from fighting, rough play, and any other inappropriate physical contact while I am at school or on any school trip.
- I understand that the school has the authority to suspend or expel any student who fails to abide by these promise statements.

Student Admissions Process

New Student Admissions Process

Please contact the administration to schedule your appointment with the Principal. Please bring to the appointment:

- A copy of the most recent Report Card (if applicable),
- A copy of any professional learning assessments (if applicable), AND
- Any psycho-educational assessments or current IEP (if applicable).

Please use the checklist to ensure that everything is completed. Your registration application will not be accepted until all forms and payments are received.

- Interview with the Principal
- Copy of the most recent Report Card (if applicable)
- Copy of any professional learning assessments (if applicable)
- Copy of Child(ren)'s Birth Certificate
- Copy of Child(ren)'s Immunization Record
- Completed Registration Forms
- Pre-Authorized Payment Agreement (PAD) (if applicable)
- One cheque for the Capital Levy (for new families only)



- One Tuition cheque dated for May 1, 2020 **OR** Two Tuition cheques dated for May 1, 2020 and November 1, 2020)

Returning Students Admissions Process

Registration information was sent out to families on April 15, 2020 outlining important dates for online registration and that registration will be completed in two phases due to the changes that have come about because of school closure due to COVID-19. The paper-based registration forms have been replaced with an online form for returning families. The link to this form will be emailed to all current families via Edsby.

Phase 1 payment fees include the base tuition for all students in JK – Grade 8 and the Junior Activity fee for students in JK – Grade 5. Phase 1 payments are due May 1st, 2020.

Phase 2 payments will include the addition of any of the following: Senior Programs, Special Education Services, SOTA, Extended Care and GIFTS Program. Phase 2 payments will be incorporated into the arranged payment plan beginning August 1st, 2020.

Family or Student Information Changes Process

For the safety of the students, and for efficient processing, parents and legal guardians are responsible for providing the most up to date information to Burlington Christian Academy.

Departing Student Process

For students departing Burlington Christian Academy before graduation, the parents or legal guardians must complete, sign, and submit a **Student Withdrawal Declaration Package**. All student withdrawals will be subject to the Tuition Refund policy.